



Graphic Arts/Print Services

Please allow 2 to 5 working days lead time

PRINT TICKET

Date Ordered _____

Due Date _____

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School / Department _____ Contact Person _____

Title of Job Submitted _____ Phone/Ext. # _____

Account # _____ Administrator's Signature _____

P
R
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G

Copies / sets needed _____ # of originals _____ (Please count, 2 sided equals 2 originals).
(1 Print Ticket per copies/sets needed)

Paper Color _____ ☐ Bond ☐ Index NCR Sets: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Double Sided

Finished Size(Check one) ☐ 4 1/4 x 5 1/2 ☐ 5 1/2 x 8 1/2 ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17

BANNERS/POSTERS: Posters ☐ 12 x 18 ☐ Gloss 44in x _____ ☐ Banners Vinyl 2,3,4 x _____

☐ Color Copies ☐ Electronic/Digital File/e-mailed _____

B
I
N
D
E
R
Y

☐ Pad ☐ 3 Hole Punch Staple ☐ 1 ☐ 2 ☐ Uncollate - 1,1,1 2,2,2 3,3,3 ☐ Collate - 1,2,3 1,2,3 1,2,3

☐ Folding (# of folds _____) ☐ Cutting (# of cuts _____) ☐ Score ☐ Perforation ☐ (Mailing # _____)

SPECIAL INSTRUCTIONS _____

PRINT SHOP USE ONLY

JOB TICKET # _____

RECEIVED _____

Sheets Used _____

Impressions _____

Printing _____

Shipping _____

of Boxes _____

Call Graphic Arts

949.234.9483

949.234.9485

949.234.9486

For assistance in planning

Email:

gnestor@capousd.org

mejmoore@capousd.org

TOTAL _____